



**Oxford HR**

Executive Search, HR & OD consultancy for  
INGOs and social enterprise – worldwide

# **The Fred Hollows Foundation**

## **National Program Manager Indonesia**

### **Application Pack**

**Tuesday, 30 October 2012**

**[www.oxfordhr.co.uk](http://www.oxfordhr.co.uk) | +44 (0) 1865 403298**

The Old Music Hall, 106-108 Cowley Road, Oxford. OX4 1JE UK  
Company Registered in England & Wales No.: 6456325 VAT No.: 931 9194 11



## The Fred Hollows Foundation

### **The Fred Hollows Foundation is being supported by Oxford HR in a search for a National Program Manager**

#### **An introduction to the Fred Hollows Foundation**

The Fred Hollows Foundation is one of Australia's leading international development NGOs and specialises in blindness prevention and Australian indigenous health. The Foundation's expanding international programmes reach across the Asia/Pacific region and parts of Africa. During 2010 the Foundation with its local partners performed 1.3 million eye screenings, delivered 194,903 eye operations and treatments, trained nearly 13,000 medical and support staff, and provided A\$3.5m worth of specialist equipment.

The Fred Hollows Foundation has recently signed a Memorandum of Understanding with the Government of Indonesia to work in three provinces – Bengkulu, South Sulawesi and NTB. The Fred Hollows Foundation in Indonesia aims to end avoidable blindness in the communities in which they work.

#### **An introduction to the role**

As the National Program Manager you will be responsible for the overall operational management of The Fred Hollows Foundation in Indonesia, supporting the Country Manager in determining the strategic direction and advising on program direction. Your key focus will be to scope, develop and manage country programs with oversight for the effective delivery of outputs and outcomes. You will cultivate and develop key relationships, identifying donor funding and increase The Fred Hollows Foundation's profile in Indonesia.

To be successful in this position you will identify new projects and lead on the end to end programming activity – from needs assessments and developing project design documents to developing annual project plans and budgets and oversight of M&E processes. You will drive the development of a high performing team managing a portfolio of robust eye health programs. Effective partnerships will be critical to your success so it's important you are able to develop strategies and resources to influence and persuade key stakeholders.

#### **About you**

Previous experience in project or program management is essential as is extensive experience working for an international development, government or community based organisation. You will have proven success in developing new project designs and proposals and excellent project coordination skills, including effective application of M&E systems. Your ability to cultivate key relationships will be your strength - developing strategies and resources to influence, persuade and build the confidence of partners and stakeholders. You will have an excellent understanding of the international development sector in Indonesia, and ideally in the fields of the health or education. Whether you are working for another non-for profit organisation, on a development program or within the public sector in a programming capacity you'll have first rate communication skills with an ability to lead manage a wide variety of relationships.

***Only candidates with an existing eligibility to work in Indonesia are entitled to apply for this position.***



## Job Description

<b>Job Title</b>	National Program Manager
<b>Reporting to</b>	Country Manager, Indonesia
<b>Organisation</b>	The Fred Hollows Foundation
<b>Department</b>	International Programs
<b>Direct Reports</b>	Program Coordinator
<b>Terms of Employment</b>	Permanent employment contract
<b>Salary and Benefits</b>	To be negotiated with the successful candidate. Indicative all inclusive salary package is IDR 3,900,000 plus JAMSOSTEK and private medical insurance.
<b>Location</b>	Jakarta, Indonesia
<b>Job Summary</b>	<p>Reporting directly to FHF-Indonesia Country Manager, the main purpose of the role will provide overall operational management in line with FHF's vision and objectives as outlined out in the FHF Country Strategy for Indonesia. The National Program Manager (NPM) will also provide high level support to determine strategic direction, and to provide high level advice on program and project direction.</p> <p>The NPM will be responsible for the smooth running, quality and development of FHF's programmes through analysis of the country context, needs assessments and appropriate programmatic responses. The post also includes responsibility at country level for identifying donor funding and an expectation to increase FHF's profile through representation to external actors and advocacy on behalf of vulnerable populations.</p> <p>This position works across the Indonesia team to develop and co-ordinate key relationships, develop effective programs, ensure effective program management, and provide mentoring and development for team members.</p>
<b>Main Responsibilities</b>	<p><b>Leadership and Collaboration</b></p> <ol style="list-style-type: none"><li>1) As the Country Manager's most senior representative in Indonesia, ensure all direct reports have clear and agreed performance goals and development plans and provide coaching and support of individual career objectives and succession planning.</li><li>2) Demonstrate high levels of personal leadership effectiveness and collaboration within and across teams.</li></ol>



- 3) Provide leadership and expertise to program team to ensure all high quality outputs and engagement.
- 4) Directly supervise a number of direct reports, providing direction, feedback and guidance as necessary.
- 5) Oversee an effective reporting system which includes providing periodic budget and financial reports to the Sydney office and other stakeholders as appropriate.

### **Program Development and Management**

- 1) Identify and recommend viable new projects and develop appropriate concept documents and related Project Design Documents (in collaboration with the International Programs Team in Sydney).
- 2) Draft, manage and review the development of annual project plans and budgets and other program documentation.
- 3) Manage a portfolio of robust eye health programs undertaken through local partnerships (in line with the agreed Country Strategy and overall FHF Strategic Framework).
- 4) Facilitate project identification and selection through contributions to concept briefs, feasibility and needs assessments, peer review and appraisal processes.
- 5) Manages the implementation of planned project activities, in accordance with annual and strategic plans.
- 6) Manage the implementation of monitoring and evaluation processes, including writing monitoring and evaluation reports comparing outputs and outcomes to performance indicators and ensure lessons learned are reflected in project expansion and future project development.
- 7) Ensure FHF Program activities are implemented according to budget.
- 8) Attending the Project Management and Technical Committee as a representative of FHF and reporting to the Country Manager.
- 9) Proactively manage and provide input into the development and expansion of allocated Country Programs and regional activities.

### **Partnership Management**

- 1) Take a lead role in identifying, managing and supporting FHF Indonesia with project partnerships (such as Government, NGOs, CSOs, private sector etc), to build up quality eye care services including the provision of ophthalmic equipment, supporting the renovation of eye units, constructing new eye unit buildings and establishing refraction services.
- 2) Oversee specific allocated partnerships/relationships including providing mentoring and support to partners as appropriate.
- 3) Work closely with the Country Manager and program unit to design monitoring and evaluation tools as a system to ensure about the quality data gathered and filled.
- 4) Supporting and coordinating NGOs and partners to ensure all activities in progress, in plan are on time.
- 5) To represent FHF Indonesia in appropriate level discussions, meetings and conferences when required by the Country Manager.



	<p>6) To represent FHF Indonesia internally and externally on corporate and functional issues.</p> <p>7) To provide translation support as required by HQ and Country Manager.</p> <p><b>Other</b></p> <p>1) Support the International Programs team and Public Affairs team to ensure dissemination of positive stories that demonstrate the breadth and effectiveness of the Foundation’s work in Indonesia.</p> <p>2) Support the Country Manager to prepare the Annual Plan; Annual Program Review; and Quarterly Program Progress Reports</p> <p><b>Compliance and Planning</b></p> <p>1) Actively participate in the preparation, implementation and reporting of plans and forecasts in line with agreed measures and timeframes.</p> <p>2) Demonstrate compliance with all legislation and The Foundation’s policies and procedures.</p> <p>3) Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.</p> <p><b>Health, Safety and Wellbeing</b></p> <p>1) Identify, assess, prioritise and control risks arising from the operation of the division in relation to the impact on the health and safety of all staff, contractors and visitors.</p> <p>2) Ensure that a system of work is safe and without risk to health is developed, documented and followed by workers and others through appropriate training, supervision and monitoring.</p> <p>3) Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers or others in their charge including contractors whom they engage.</p>
<p><b>Person Specification</b></p>	<p><b>Qualifications &amp; Experience</b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"><li>• At least 10 years’ experience working for international development, government or community based organisations, preferably in an education or health related field</li><li>• Minimum of 5 years working in project or program coordination</li><li>• Masters degree in Public Health, International development or another related field</li><li>• Proven experience and ability in the development of new project designs and proposals</li><li>• Excellent project management skills, including working with partners and stakeholders for implementing, monitoring and</li></ul>



	<p>evaluation</p> <ul style="list-style-type: none"><li>• Good knowledge of the context of Indonesia's health system</li><li>• Clear understanding of the political, economic, social and environmental issues and trends which impact on poor community in Indonesia</li></ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"><li>• Good knowledge of the context of Indonesia's education system</li><li>• Understand blindness prevention and public health issues in Indonesia</li></ul> <p><b>Skills &amp; Attributes</b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"><li>• Extensive work experience in the international development sector in Indonesia</li><li>• Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardise processes</li><li>• Excellent interpersonal skills with the ability to manage a wide variety of relationships utilising collaborative consultation, communication and negotiation skills</li><li>• Confident presentation and public speaking skills</li><li>• Compelling writing skills</li><li>• Conceptual, analytical and problem solving skills</li><li>• Native speaker Bahasa Indonesia and excellent English language skills</li></ul> <p><b>Other</b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"><li>• Preparedness to undergo a police check for working with children</li><li>• Availability to travel regularly domestically and internationally</li><li>• Eligibility to work in Indonesia</li></ul>
--	--

## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, please supply the following information:

- ♦ A completed Oxford HR Registration Form.
- ♦ An up-to-date curriculum vitae (of no more than 2-3 sides of A4)
- ♦ A detailed statement (of no more than 2-sides of A4) explaining why you are interested in this post and how your skills and experience make you suitable.

The Oxford HR Registration Form provides us with the key information we will need to take your application through to interview. **Please note:** also attached to this form is Oxford HR's Equal Opportunities Form. You are under no obligation to complete this. Any information you do provide



will only be used in accordance with the Data Protection Act 1998, and will remain confidential. It will not be used as part of the selection process.

The documents should be saved in Word in the following format: Your First Name, Your Last Name, Document Name, and Date (yymm) e.g.:

- ♦ Pat-Jones-CV-1202
- ♦ Pat-Jones-OxHR-1202
- ♦ Pat-Jones-Statement-1202

The above information should be sent to Natasha Ralston and Maria Jesus Laguna of Oxford HR Consultants by email to [fredhollows@pxfordhr.co.uk](mailto:fredhollows@pxfordhr.co.uk)

**Applications are welcome until the deadline of 16 November 2012 (by midnight GMT).** Oxford HR, together with The Fred Hollows Foundation will then agree upon a Long list of candidates. These candidates will be invited to participate in a preliminary interview (by telephone) with Oxford HR. A Shortlist of candidates will then be selected and invited to final interviews with The Fred Hollows Foundation currently scheduled for 30 November 2012/

### **Equality Statement**

Equality and diversity is at the core of The Fred Hollows Foundation values. Staffs are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

### **About Oxford HR**

Oxford HR operates globally and exclusively within the **international development sector**. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organizational development consultancy.

Oxford HR has many years of experience in recruitment as well as an extensive network of international development, corporate, public sector and academic contacts from across the world. We carry out comprehensive and international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development, as well as corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.

### **Contact Details**

The Old Music Hall  
106-108 Cowley Road  
Oxford OX4 1JE  
United Kingdom

+44 (0) 1865 40 32 98

[www.oxfordhr.co.uk](http://www.oxfordhr.co.uk)